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Ann. Secy.

To: Government Leaders

From: Robert V. Fleming
Chairman
INAUGURAL COMMITTEE 1957

We are asking the heads of the various departments, independent agencies, and committees to assist us in the preparation of the proposed invitation list for Inaugural ceremonies by submitting a list of all the Presidential appointees in their agencies, whom they wish invited.

In addition to the list, in an approximate order of rank, we will need the marital status and home address of each.

In order to be certain that those designated by you are considered, we will need this information by Friday, December 7, 1956.

Would you please include in your list these men who have been appointed by President Eisenhower in your agencies, but have since resigned.

Also, would you please include in this list the membership of these committees and commissions whose administrations fall under your jurisdiction.

Your cooperation in this matter will be greatly appreciated.

R/VF:jo

DD/S *[Signature]*

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